Nebraska Crime Commission



APPLICATION INSTRUCTIONS 2013 STATE COUNTY AID

(LB 640/193/1014 FUNDS)

Applications are due in the Nebraska Crime Commission Office: Friday, January 4, 2013 by 5:00 p.m. CST

NO EXCEPTIONS

FAXED COPIES WILL NOT BE ACCEPTED

If you have questions, please contact:

Cindy Gans, Juvenile Justice Federal Aid Administrator Nebraska Crime Commission (402) 471-3998 Cindy.Gans@nebraska.gov

In accordance with the Americans with Disabilities Act, the State would like to provide reasonable accommodation with respect to a grant application to persons with disabilities. If you need a reasonable accommodation, please contact the Nebraska Crime Commission, (402) 471-2194 (TDD 800-833-7352).

Release Date: October 31, 2012

SUBMISSION INSTRUCTIONS: Please Read Thoroughly

You must submit all of the following below (Item #1 and Item #2) by 5:00 p.m. (CST) on Friday, January 4, 2013. Faxed copies will not be accepted.

- 1. A PDF copy of your application emailed as an attachment to: teddy.pika@nebraska.gov
- 2. One original and 2 copies to the Crime Commission:

Submit Applications to Mailing Address:

Nebraska Crime Commission P.O. Box 94946 Lincoln, NE 68509

Personal Delivery/Overnight:

Nebraska Crime Commission 5th Floor 301 Centennial Mall South Lincoln, NE 68509

If you have questions, please contact:

Cindy Gans, Juvenile Justice Federal Aid Administrator Nebraska Crime Commission (402) 471-3998 cindy.gans@nebraska.gov

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GENERAL APPLICATION INSTRUCTIONS

Amount Available Approximately \$1,477,575

All funds will be awarded contingent upon final appropriation from the Nebraska legislature. See table (pages 9-11) of this document for county allocations and required match amounts. Counties can only apply for the designated amount and should only report the designated total of match.

Technical Assistance

A webinar for this grant application is scheduled on Wednesday, **December 5, 2012 from 10:00 – 11:00 a.m.** (**CST**). Participation requires the submission of your email address by Friday, November 30th, 2012. Contact information should be sent to cindy.gans@nebraska.gov or (402)471-3998.

Eligibility

- Counties are the only eligible applicants. If two or more counties partner on a single application there must be one county designated as the *Lead County* to receive and disburse grant funds. Counties can contract with private or non-profit agencies to administer programs and services with County Aid funds; however, counties cannot require contracted agencies to provide the match. Ultimately, the county or lead county is responsible for all funds and must follow all requirements and contingences as outlined by the grant.
- A current Three Year Comprehensive Juvenile Services Plan must be in place for the county or partnering counties to receive County Aid funds. Counties interested in completing a plan should contact Cindy Gans for further technical assistance. County plans can be accessed on the Nebraska Crime Commission website:
 http://www.ncc.ne.gov/crime_commission/organization_and_functions/grants/juv_justice.html#County_Comprehensive_Juvenile_Services_Plans

Source and Purpose of Funds

Annually, the Nebraska legislature appropriates County Aid Juvenile Justice funds. As outlined in state statute, these funds assist communities in the implementation and operation of programs or services identified in their *Three Year Comprehensive Juvenile Services Plan*. Services may include, but are not limited to, programs for assessment and evaluation, prevention of delinquent behavior, diversion, detention, shelter care, intensive juvenile probation services, restitution, family support services and community centers for the care and treatment of juveniles in need of services.

Funding Limitations

- The Nebraska Crime Commission does not allow grant funds to be used for indirect costs.
- Funds are not allowed for construction of any type of youth facilities, capitol construction or lease or acquisition of facilities.
- Funds received by an eligible applicant shall not be used to replace or supplant any funds currently being used to support existing programs for juveniles.

Match

Counties are required to provide a 40% match of the County Aid allocation. This calculation can be found on pages 9 – 11 of this document. A county can designate the 40% match directly towards the program described in the application or the match can be documented as new or existing expenditures for community based programs or services for juveniles. These expenditures can include but are not limited to costs for detention, out-of-home placements and law enforcement transportation. A county must be able to document all match expenditures and these expenses must be incurred during the project's stated grant period. In-kind match from service providers or other sources is not allowable.

APPLICATION FORMAT

- APPLICATIONS MUST BE TYPEWRITTEN (NOT HANDWRITTEN).
 - The original must be stapled and 2-hole punched at the top.
 - The remaining 2 copies must be stapled in the upper left hand corner (2-hole punch not required).
 - The completed application must be sent in PDF format to teddy.pika@nebraska.gov
- ➤ If the applicant recreates the application on their computer, the application format and layout is to be exactly (word for word and design) as the Nebraska Crime Commission's official application. The application and instructions may change from year to year.
- > Do not include cover letters or cover pages.
- > Do not put applications in folders.
- \triangleright Charts and/or graphs must be in black and white on 8 ½ x 11 paper.
- > Application must be single spaced, 1" margins on top, bottom, left and right, 12 point font, and all pages numbered.
- Additional information in the form of Appendixes will not be accepted.
- Adhere to the page limits listed for each section of the application.
- > Sources of data and/or statistics must be cited immediately following the information or under the graph/chart, etc.
- > The 2 copies of the application may be double sided; the original must be single sided.

SUBMISSION OF APPLICATION

Submit 1 original, 2 copies and 1 PDF of the application.

Deadline: Friday, January 4, 2013 by 5:00 p.m. CST. The original application, 2 copies and PDF

copy must physically be in the Nebraska Crime Commission office by this deadline. The Nebraska Crime Commission will not be held responsible for late applications due

to mail service issues.

Submit to: Nebraska Commission on Law Enforcement and Criminal Justice

301 Centennial Mall South, 5th floor

P.O. Box 94946

Lincoln, Nebraska 68509-4946

The Crime Commission is located on the 5th floor of the Nebraska State Office building at 14th and M streets. In the case of severe weather, contact the Nebraska Crime Commission office prior to attempting to deliver your application.

GRANT APPROVAL TIME LINE

31	Oct 2012	Grant Announcement
5	Dec 2012	Grant Application Training Webinar
4	Jan 2013	Application Due Date
6	Feb 2013	Initial Staff Review of Applications
22	Mar 2013	Nebraska Coalition for Juvenile Justice Review of Applications
	May 2013	Nebraska Crime Commission Approves Grants
	June 2013	Applicant Responds to Contingencies
	June 2013	Applicant Completes and Returns Grant Award and Special Conditions
1	July 2013	Grant Projects Begin

GRANT COMMENCEMENT AND DURATION

Nebraska Crime Commission requires that funded projects be implemented within 30 days from the start date listed on the Grant Award or other date specified by the grant administrator. The failure of a subgrantee to implement a project within this timeframe, or timeframe agreed upon by the grant administrator, may result in the loss of grant funds. All grant correspondence will be sent to the individual listed as the Project Director on the application information page.

Project period for awarded grants will be **July 1, 2013 – June 30, 2014** unless otherwise approved by the grant administrator.

Awarded applicants will be notified of Grant Management Training. Those required to attend are new projects, subgrantees who have not attended GMT since 2010 and subgrantee's new project personnel (Project Director, Project Coordinator and Fiscal Officer). Awarded applicants are required to submit timely quarterly reports on activities and expenditure of funds. Failure to do so may jeopardize grant funds.

RESOURCES

When possible, counties/communities are encouraged to use evidenced based programs and practices. The following are several resources that could assist in developing programs/services related to risks and needs of youth in your communities:

- Office of Juvenile Justice and Delinquency Prevention: http://www.ojjdp.gov/mpg/
- SAMHSA: http://nrepp.samhsa.gov/
- Blueprints: http://www.colorado.edu/cspv/blueprints/
- Search Institute: http://www.search-institute.org/content/what-kids-need
- Collective Impact: http://www.fsg.org/tabid/191/ArticleId/211/Default.aspx?srpush=true

SPECIFIC SECTION INSTRUCTIONS

Section I: Applicant Information

Lead County is the county acting as the applicant. If a group of counties are pooling their funds, only one county can be designated as the Lead County.

Federal I.D. number must be for the county serving as the applicant or Lead County.

Project Director is the individual who will serve as the main point of contact and will receive all grant correspondence. It is recommended that the Project Director and Project Coordinator be different when possible.

Fiscal Officer can only be the Lead County's Fiscal Officer and **cannot** be the Project Director or Project Coordinator.

Authorized Official is the chairperson of the Lead County's board.

Section II: Budget Summary

Budget Summary Page: On this page you will indicate the total amount of grant funds requested in each category. If the county is providing the 40% match directly to the program, please indicate this in the appropriate category. If the county match is existing county expenditures for juveniles please place the required match amount in the 'other' category. The following are additional helpful clarifications for filling out the Budget Summary Page:

- Category A Personnel: funds in this category should reflect positions hired directly by the county with County Aid funds.
- Category B Consultants and Contracts: funds in this category should reflect programs/services contracted out to individuals or agencies. If the county does not directly operate the program, but relies on a non-profit or other entity to run the entire program, the whole budget is shown as a contract. There must be a current legal contract on file between the county (lead) and the contractor. **IMPORTANT** The County is still fiscally responsible and must ensure all funds are spent properly by any contracted programs/services. Consultant and Contracts must adhere to the federal guidelines of \$56/hr. or \$450/day.
- Category C Travel: Program related travel for personnel hired by the county and paid with County Aid funds should be shown in this category.
 - Mileage: List the cost for mileage. Enter the amount requested and the amount provided as match. Enter the total cost in the "total" column. Mileage rate is \$.555 cents/mile.
 - Air Fare: List the cost for air fare (coach or least expensive class). Enter the amount requested and the amount provided as match. Enter the total cost in the "total" column.
 - Meals: List the cost for meals. Enter the amount requested and the amount provided as match. Meal allowance in Nebraska is \$41 (breakfast \$7, lunch \$11, dinner \$23). Enter the total cost in the "total" column.

- Lodging: List the cost for lodging. Enter the amount requested and enter the amount provided as match. Enter the total cost in the "total" column. In-state lodging allowance is \$77 per night for all areas except Lincoln and Omaha, which is \$91 per night.
- Other Costs: List other anticipated costs associated with the consultant. Enter the amount requested and the amount provided as match. Enter the total cost in the "total" column. Per Diem Rates: http://www.gsa.gov/portal/category/21287
- Category D Supplies and Operating Expenses: funds in this category should reflect
 expenses incurred by the county as part of any direct operation of program(s). Supplies
 and operating expenses for a contracted agency are reported under Category B.
 Nebraska Crime Commission does not allow grant funds to be used for indirect
 operating costs. For example, a percentage of existing costs for rent payments, utilities,
 maintenance, and bookkeeping.
- Category E Equipment: Requests for equipment costs must be necessary to the program. Equipment items under \$300 are considered supplies and should be reported as such. All equipment must remain county property.
- Category F Other: Funds requested in this category are those that do not fit anywhere else. Ensure that totals in the Budget Summary and Budget Narrative match.

BUDGET SUMMARY NARRATIVE: Applicants must provide a detailed budget narrative explaining the expenses for each category above, by requested project/activity. Your request must also clearly state which of your plan's priorities it addresses. For example, if you are requesting personnel for two different unrelated activities, provide a paragraph narrative for each personnel request, and explain how they fit into your plan. Requested activities must be grouped under priorities and strategies from the current comprehensive plan. Any other activities for which funds are requested should be provided under the same narrative.

For example:

<u>Priority 1: Underage Drinking – Total Requested Funds = \$22,760</u>

Underage drinking is one of our top priorities in X County. Our strategy includes educational activities through diversion. To this end we are requesting .5 FTE (1040 hrs. x \$19/hr. = \$19,760) for a part time diversion officer in personnel. Supplies are requested for copies and curriculum related to alcohol use (\$2,000). Another strategy is doing outreach at the local college. The same staff person will conduct a monthly presentation on campus. Mileage is requested to cover travel to campus, which is 10 miles away. Total travel requested is \$1,000 annually.

<u>Priority 2</u>: Establishing a backbone organization for X County planning and implementation initiatives. Total Requested Funds = \$25,800

To sustain long term planning and implementation work, it is a priority for X County to establish a backbone organization. This will be done by increasing the current part time executive director duties for ABC Coalition to full time (.5 FTE = 1040 hrs. x \$20/hr. = \$20,800). These funds are reflected under Consultant and Contracts as the county will contract with the ABC Coalition for this work. The Coalition is donating space for the Executive Director to work. \$5,000 is being requested to assist in developing a website for the community planning group to communicate and share resources.

Section III: Community Planning Team Information

Comprehensive community planning cannot be done by one or two individuals. It requires a committed collaborative of stakeholders who meet regularly to develop the plan and move the plan into action. In this section, provide information as it relates to the community team that is responsible for the development and implementation of the plan.

- a) Did your planning group meet quarterly? It is highly recommended that the community team meet at a minimum quarterly. If your group met quarterly or more often respond yes, if less than quarterly respond no.
- b) If no, please explain the barriers that prevented regular community meetings. Please be specific about the issues that prevented the group from meeting regularly. (i.e. geography, staffing, resources, schedules, etc.)
- c) Please describe the proposed solutions to the barriers discussed above. Provide specific details for addressing these barriers and starting the community team on a regular schedule of meetings.
- d) If your group met quarterly (or more often) please describe the strategies used to keep members engaged? Describe key strategies used to ensure commitment to the community team, keeping members engaged in the process and managing work product.

Section IV: Update of Comprehensive Juvenile Services Plan

This section provides an update of the progress made on the priorities and strategies of the three year plan. For those communities who submitted a plan prior to June 2012, utilize the tables to summarize the progress on all priorities and strategies. Type in **bold** those strategies that were funded by County Aid funds during the previous funding cycle. For communities who submitted a plan after June of 2012, provide a brief summary in narrative form, no tables required for this application cycle.

If your community has not begun implementation on one or more of the priorities and strategies that were identified, please provide a summary of any barriers to implementation and any strategies to move the priority/strategies forward.

Section V: Memorandums of Understanding

For counties applying as a group, submit a current copy of a MOU signed by each participating county's board chair confirming the county's commitment to pool their County Aid funds to accomplish the project(s) in this application.

Section VI: Required Forms

Read all required forms carefully and have them signed by the authorized official (county board chair or if submitting for multiple counties the lead county's board chair) for the grant application.

County Formulated Amounts for County Aid Grant Funding 2010 Census

2010 Age 12-18 Pop	2010 Age 12-18 Pop	% of NE's 2010 Age 12-18 Pop	Allotment		Required Match		Total	
Adams	3,001	1.71481%	\$	24,750	\$	9,900	\$	34,650
Antelope	621	0.35485%	\$	5,122	\$	2,049	\$	7,171
Arthur	44	0.02514%	\$	2,500	\$	1,000	\$	3,500
Banner	68	0.03886%	\$	2,500	\$	1,000	\$	3,500
Blaine	54	0.03086%	\$	2,500	\$	1,000	\$	3,500
Boone	590	0.33713%	\$	4,866	\$	1,946	\$	6,812
Box Butte	1,113	0.63598%	\$	9,179	\$	3,672	\$	12,851
Boyd	200	0.11428%	\$	2,500	\$	1,000	\$	3,500
Brown	289	0.16514%	\$	2,500	\$	1,000	\$	3,500
Buffalo	4,323	2.47022%	\$	35,653	\$	14,261	\$	49,914
Burt	626	0.35770%	\$	5,163	\$	2,065	\$	7,228
Butler	888	0.50741%	\$	7,324	\$	2,929	\$	10,253
Cass	2,616	1.49481%	\$	21,575	\$	8,630	\$	30,205
Cedar	967	0.55256%	\$	7,975	\$	3,190	\$	11,165
Chase	352	0.20114%	\$	2,903	\$	1,161	\$	4,064
Cherry	545	0.31142%	\$	4,495	\$	1,798	\$	6,293
Cheyenne	911	0.52056%	\$	7,513	\$	3,005	\$	10,518
Clay	676	0.38627%	\$	5,575	\$	2,230	\$	7,805
Colfax	1,049	0.59941%	\$	8,651	\$	3,461	\$	12,112
Cuming	924	0.52798%	\$	7,621	\$	3,048	\$	10,669
Custer	1,056	0.60341%	\$	8,709	\$	3,484	\$	12,193
Dakota	2,382	1.36110%	\$	19,645	\$	7,858	\$	27,503
Dawes	878	0.50170%	\$	7,241	\$	2,896	\$	10,137
Dawson	2,646	1.51196%	\$	21,823	\$	8,729	\$	30,552
Deuel	153	0.08743%	\$	2,500	\$	1,000	\$	3,500
Dixon	643	0.36742%	\$	5,303	\$	2,121	\$	7,424
Dodge	3,417	1.95252%	\$	28,181	\$	11,272	\$	39,453
Douglas	49,210	28.11920%	\$	405,852	\$	162,341	\$	568,193
Dundy	199	0.11371%	\$	2,500	\$	1,000	\$	3,500

Fillmore	656	0.37485%	\$ 5,410	\$ 2,164	\$ 7,574
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Franklin	308	0.17599%	\$ 2,540	\$ 1,016	\$ 3,556
Frontier	294	0.16800%	\$ 2,500	\$ 1,000	\$ 3,500
Furnas	519	0.29656%	\$ 4,280	\$ 1,712	\$ 5,992
Gage	2,027	1.15825%	\$ 16,717	\$ 6,687	\$ 23,404
Garden	170	0.09714%	\$ 2,500	\$ 1,000	\$ 3,500
Garfield	207	0.11828%	\$ 2,500	\$ 1,000	\$ 3,500
Gosper	183	0.10457%	\$ 2,500	\$ 1,000	\$ 3,500
Grant	54	0.03086%	\$ 2,500	\$ 1,000	\$ 3,500
Greeley	234	0.13371%	\$ 2,500	\$ 1,000	\$ 3,500
Hall	5,839	3.33648%	\$ 48,156	\$ 19,263	\$ 67,419
Hamilton	1,045	0.59713%	\$ 8,618	\$ 3,447	\$ 12,065
Harlan	329	0.18799%	\$ 2,713	\$ 1,085	\$ 3,798
Hayes	113	0.06457%	\$ 2,500	\$ 1,000	\$ 3,500
Hitchcock	234	0.13371%	\$ 2,500	\$ 1,000	\$ 3,500
Holt	1,030	0.58855%	\$ 8,495	\$ 3,398	\$ 11,893
Hooker	71	0.04057%	\$ 2,500	\$ 1,000	\$ 3,500
Howard	644	0.36799%	\$ 5,311	\$ 2,125	\$ 7,436
Jefferson	610	0.34856%	\$ 5,031	\$ 2,012	\$ 7,043
Johnson	396	0.22628%	\$ 3,266	\$ 1,306	\$ 4,572
Kearney	651	0.37199%	\$ 5,369	\$ 2,148	\$ 7,517
Keith	741	0.42342%	\$ 6,111	\$ 2,445	\$ 8,556
Keya Paha	84	0.04800%	\$ 2,500	\$ 1,000	\$ 3,500
Kimball	343	0.19599%	\$ 2,829	\$ 1,132	\$ 3,961
Knox	871	0.49770%	\$ 7,183	\$ 2,873	\$ 10,056
Lancaster	24,217	13.83789%	\$ 199,726	\$ 79,890	\$ 279,616
Lincoln	3,455	1.97423%	\$ 28,495	\$ 11,398	\$ 39,893
Logan	69	0.03943%	\$ 2,500	\$ 1,000	\$ 3,500
Loup	59	0.03371%	\$ 2,500	\$ 1,000	\$ 3,500
Madison	3,450	1.97137%	\$ 28,453	\$ 11,381	\$ 39,834
McPherson	48	0.02743%	\$ 2,500	\$ 1,000	\$ 3,500
Merrick	823	0.47027%	\$ 6,788	\$ 2,715	\$ 9,503
Morrill	477	0.27256%	\$ 3,934	\$ 1,574	\$ 5,508
Nance	362	0.20685%	\$ 2,986	\$ 1,194	\$ 4,180

Nemaha	698	0.39885%	\$ 5,757	\$ 2,303	\$ 8,060
Nuckolls	363	0.20742%	\$ 2,994	\$ 1,198	\$ 4,192
Otoe	1,538	0.87883%	\$ 12,684	\$ 5,074	\$ 17,758
Pawnee	273	0.15600%	\$ 2,500	\$ 1,000	\$ 3,500
Perkins	276	0.15771%	\$ 2,500	\$ 1,000	\$ 3,500
Phelps	881	0.50341%	\$ 7,266	\$ 2,906	\$ 10,172
Pierce	805	0.45999%	\$ 6,639	\$ 2,656	\$ 9,295
Platte	3,340	1.90852%	\$ 27,546	\$ 11,018	\$ 38,564
Polk	511	0.29199%	\$ 4,214	\$ 1,686	\$ 5,900
Red Willow	1,056	0.60341%	\$ 8,709	\$ 3,484	\$ 12,193
Richardson	772	0.44113%	\$ 6,367	\$ 2,547	\$ 8,914
Rock	111	0.06343%	\$ 2,500	\$ 1,000	\$ 3,500
Saline	1,466	0.83769%	\$ 12,091	\$ 4,836	\$ 16,927
Sarpy	16,249	9.28488%	\$ 134,011	\$ 53,605	\$ 187,616
Saunders	2,182	1.24682%	\$ 17,996	\$ 7,198	\$ 25,194
Scotts Bluff	3,495	1.99709%	\$ 28,825	\$ 11,530	\$ 40,355
Seward	1,713	0.97883%	\$ 14,128	\$ 5,651	\$ 19,779
Sheridan	502	0.28685%	\$ 4,141	\$ 1,656	\$ 5,797
Sherman	278	0.15885%	\$ 2,500	\$ 1,000	\$ 3,500
Sioux	114	0.06514%	\$ 2,500	\$ 1,000	\$ 3,500
Stanton	654	0.37370%	\$ 5,394	\$ 2,158	\$ 7,552
Thayer	474	0.27085%	\$ 3,910	\$ 1,564	\$ 5,474
Thomas	56	0.03200%	\$ 2,500	\$ 1,000	\$ 3,500
Thurston	854	0.48799%	\$ 7,044	\$ 2,817	\$ 9,861
Valley	380	0.21714%	\$ 3,134	\$ 1,254	\$ 4,388
Washington	2,194	1.25368%	\$ 18,095	\$ 7,238	\$ 25,333
Wayne	925	0.52856%	\$ 7,629	\$ 3,052	\$ 10,681
Webster	402	0.22971%	\$ 3,315	\$ 1,326	\$ 4,641
Wheeler	97	0.05543%	\$ 2,500	\$ 1,000	\$ 3,500
York	1,292	0.73826%	\$ 10,656	\$ 4,262	\$ 14,918
Nebraska	175,005	100.00%	\$1,477,575.00	\$591,030.00	\$2,068,605.00